



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: June 14, 2007

POSITION: **PERSONNEL SPECIALIST, Post & Bid Position**
Permanent/Full Time

SALARY:

Range A	\$2516 - 3058
Range B	\$2895 - 3520
Range C	\$2996 - 3642
Range D	\$3236 - 3933

Position Action # 67-056

LOCATION: CUIAB Admin Services/Personnel Transactions
2400 Venture Oaks Way, 4th Floor, Suite 400, Sacramento, CA
Free Parking, access to gym, very nice work area.

POSITION DESCRIPTION:

Under the supervision of the Staff Services Manager I, performs personnel and payroll duties engaged in maintaining an active roster of full-time, part-time, limited-term and permanent intermittent positions. It is the objective of this position to insure that the assigned roster employees are timely and properly paid and accurate time and leave records are maintained. The assignments utilize a high degree of independence and problem solving ability. Only the most difficult personnel/payroll problems and situations are referred to the Staff Services Manager I or Personnel Officer for resolution.

- ◆ Responsible for processing payroll, personnel transaction documents, certification, and attendance record keeping for all employees in the assigned units.
- ◆ Acts as a resource person for employees who have questions and/or problems relating to personnel/payroll transactions. Compiles data for reports including special projects and answers telephone inquiries relating to personnel/payroll information. Maintains records for NDI leave and audits all employee benefit forms. Keys personnel and payroll documents on SCO decentralized computer
- ◆ Audits the monthly attendance reports submitted by each reporting unit. Responsible for certifying each employee's monthly attendance to SCO. Computes salary advances.
- ◆ Maintains the assigned roster including employee leave records (CLAS).

WHO MAY APPLY: Applications will be accepted from current State employees who are in the class of Personnel Specialist and other classes within transfer range. All applications will be reviewed, however, only the most qualified candidates will be interviewed. **Note: Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer) on the State application.**

All interested persons should apply. This is a **Post & Bid announcement**, however, in the event the position cannot be filled through the Post & Bid process all applicants will be considered.

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SUBMIT APPLICATION

(Form 678) to: **CUIAB**, Admin Services, Attn: Susan Williams, SSA
2400 Venture Oaks Way, Suite 400
Sacramento, CA 95833

CONTACT: For more information about this position contact Kathy Carel, SSM I.
Phone: (916) 263-3442; CALNET 8-435-3442.

FINAL FILING: **June 27, 2007**

CUIAB is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.